OTHER FEATURES AND FUNCTIONS

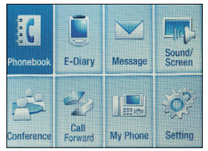
SPEAKER/HANDSET VOLUME - Press the up (▲) or down (▼) arrow buttons during a conversation to raise or lower volume.

RINGER VOLUME - Press the up (▲) or down (▼) arrow buttons to adjust the ringer volume while the telephone is ringing.

LAST NUMBER REDIAL - To redial the last dialed telephone number, press the **REDIAL** soft key. The **REDIAL** soft key can be accessed by pressing the **SCREEN** button until the soft menu appears.

SCREEN BUTTON - Provides the keyset's idle screen display options. The default is a **CALENDAR**.

NAVIGATION BUTTON -
The **NAVIGATION** button is divided into separate feature buttons:



- **MENU BUTTON:** Displays the following options:

1. **PHONEBOOK:** Maintains frequently dialed names and numbers in a PhoneBook. Search and initiate calls by: Speed Dial, Associated Names, Telephone Numbers, Assigned Groups, or Previous Calls registered to your phone.

   To add a **NEW NUMBER** to your PhoneBook:
   - Press the **MENU** button, scroll to **PHONEBOOK**, press **ENTER**, and dial option **5**.
   - Using the dial keypad, add the **NAME**, **HOME**, **MOBILE**, and **OFFICE** number.
   - Press **ENTER** to save your entry.

2. **E-DIARY:** Provides organizer with the following features: Wake-Up Calls, Alarms, Daily Planner, Memo Pad, Calculator, World-Time, D-Day Plus, and Unit Conversion.

   To set-up an **ALARM**:
   - Press the **MENU** button, scroll to **E-DIARY**, press **ENTER**, and dial **2**.
   - Choose the desired **ALARM NUMBER (1/2)**, and press **ENTER**.
   - Enter the **TIME** via the dial pad in 24-hour format.
   - Set **RING** via the direction button. Each tone is heard.
   - Set **REPEAT** via the direction button and press **ENTER** when finished.

3. **MESSAGE:** View received text messages, store and view sent text messages, and create and store messages for future delivery. Messages can be sent to other ITP-5112L phones and Softphones only.

   To write a **MESSAGE**:
   - Press the **MENU** button, scroll to **MESSAGE**, press **ENTER**, and dial **1**.
   - Dial option **1**, **SEND MESSAGE**.
   - Enter the **RECIPIENT** (in the RCV# field) and **CONTENTS** (in the MSG box) using the dial pad and press **ENTER** to send the message.

4. **SOUND/SCREEN:** Sets volume levels of various telephone functions. Scroll left/right to select desired option setting. When setting Ring Type and Ringer Volume, each tone level is heard while scrolling through them. In the menu you can also select the menu style, screen brightness and background.

5. **CALL FORWARD:** Sends phone calls to a different station. Program a destination for the preferred forwarding options: Forward Always, Busy, No Answer, Busy No Answer, and Do Not Disturb.
   - Press the **MENU** button, scroll to the **CALL FORWARD** icon, and press **ENTER**.
   - Scroll to the desired **FORWARD OPTION**. Press the **ENTER** button.
   - Enter the **STATION NUMBER TO FORWARD TO** and press **ENTER**.

6. **SETUP:** Sets up the following phone features: Answering Mode, Absent Message, Internal Call, Dial Mode, and Station On/Off, Network Info, and AOM Page Setup.

7. **MY-PHONE:** Personalizes your telephone by setting up the following features: My Name, Language, Privacy Option, Configuration Reset, Version Information, Password, and Phone Lock.

   To assign your **NAME** to the phone:
   - Press the **MENU** button, scroll to **MY-PHONE**, press **ENTER**, and dial option **1**.
   - Enter your **NAME** using the dial pad, press the **MENU** button to change from upper to lower case and press **ENTER** to save your entry.

- **SEND BUTTON:** From idle screen, lists recently received or called numbers. It also connects incoming calls..
- **END BUTTON:** Disconnects a call after a conversation. It also returns the display to the main menu.
- **CANCEL BUTTON:** Returns display to the main menu.

Feature Access Codes

Line Groups

9 Local/LCR
_____
_____
_____

Station Groups

501 _____
502 _____
503 _____
504 _____

Paging Zones - Dial 55 plus

0 _____
1 _____
2 _____
3 _____
4 _____
5 _____
6 _____
7 _____
8 _____
9 All External Zones
* All Page

Programmed Messages

01 _____
02 _____
03 _____
04 _____
05 _____
06 _____
07 _____
08 _____
09 _____
10 _____
11 _____
12 _____
13 _____
14 _____
15 _____
16 _____
17 _____
18 _____
19 _____
20 _____

Feature Access Codes

0	Operator
10 + xxx	Pick Up A Parked Call
12 + xxx	Pick Up A Held Call
13	Door Lock Release
16 + xxx	Speed Dialing
17	Save And Redial Number
18	New Call (Recall)
19	Last Number Redial
400	Cancel Do Not Disturb
401	Do Not Disturb
42 + xxx	Cancel Sent Message
43	Return Message
44	Callback
45	Busy Station Camp-On
46	Conference
47	Account Code
48 + xx	Cancel Programmed MSG
49	Send Flash To C.O. or PBX
53 + xxx + 1	In Group
53 + xxx + 0	Out of Group
56	Meet Me Answer
600	Cancel All Call Forward
601 + xxx	Set Forward All Calls
602 + xxx	Set Forward Busy
603 + xxx	Set Forward No Answer
604 + xxx	Set Fwd Busy/No Answer
605 + xxx	Set Forward on DND
606 + xxx	Set Forward Follow Me
65 + xxx	Pick Up Ringing Extension
66 + xx	Pick Up Group
67	Universal Answer
*	Authorization Code

NOTE: Some features may not be available on your system software version or some access codes may have changed to meet your company's application. In either case consult with your System Administrator.

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SAMSUNG

www.samsung.com/bcs

ITP-5112L
IP Keyset
Quick Reference Guide

SAMSUNG

This **QUICK REFERENCE GUIDE** provides the basic operation of your Samsung ITP-5112L telephone.

LOGGING IN & OUT

If enabled, your ITP-5112L telephone may require you to log in before making or receiving calls. In these cases your telephone system administrator will provide you with an extension number, password, and the feature code used to log out.

TO LOG IN

- Dial your extension number in the ID field.
- Press the down (▾) arrow on the navigation button.
- Dial your password in the password field.
- Press Enter.

TO LOG OUT

- Dial the feature code provided by your administrator (for example 77).

PLACING CALLS

When making internal and external calls, press the **SCREEN** button to access the programmable button screens. Then use the **SCROLL** button or the **UP/DOWN** arrow (select) buttons on the display.

IMPORTANT: Put your phone in **OVERLAP MODE** by pressing the **MENU** button, select **SETUP** and then select **DIAL MODE**, change it to **OVERLAP**. If your phone is not in OVERLAP mode you must always press the **SEND** button after dialing the digits to send the call.

OUTSIDE CALLS - To place a call to an outside party:

- Lift the handset.
- Press an idle outside line button, line group button, or dial a line access code to receive dial tone.
- Dial the telephone number.
- Replace the handset or press the **END** button when the call is completed.

NOTE: To call preprogrammed speed dial numbers, lift the handset and press the appropriate key to call these numbers. You can also add telephone numbers you call frequently to the PhoneBook.

INTERNAL CALLS - To place a call to another extension at your location:

- Lift the handset.
- Dial the extension number or group number.
- Wait for the party to answer. If you hear a brief tone burst instead of ring-back tone, the station called is set for Voice Announce or Auto Answer. Begin speaking after the tone.
- Replace the handset or press the **END** button when the call is completed.

SPEAKERPHONE CALLS - Your Samsung ITP-5112L has full-duplex speakerphone capability. This feature is used for both internal or external calls. To activate this feature:

- Press the **SPEAKER** button.
- Place an internal or external call.
- Press **SPEAKER** button to disconnect the call.

NOTE: The handset can be used at any time during the conversation. To resume handsfree operation, press the **SPEAKER** button, and replace the handset.

ANSWERING CALLS

OUTSIDE/INTERNAL/VOICE ANNOUNCE CALLS - To answer these three types of calls:

- Lift the handset or press the **SEND** button to answer on **SPEAKERPHONE.**
- Replace the handset or press the **END** button when the call is completed.

NOTE: The volume can be adjusted at any time by pressing the up and down arrow keys on your navigation button.

PLACING A CALL ON HOLD

Calls can be placed on **System Hold** or **Exclusive Hold**. Calls placed on Exclusive Hold can only be picked up from the extension that placed them on hold. A call placed on System Hold can be picked up from any extension.

SYSTEM HOLD - To place a call on hold:

- Press the **HOLD** button. The call will flash green at your telephone.
- To take the caller off hold, press that button and the green flashing light will go steady green again.
- Resume conversation.

EXCLUSIVE HOLD - To place a call on hold at your telephone so that other users cannot answer it:

- Press the **HOLD** button twice. The call will flash green at your telephone.
- To retrieve the call, press the flashing green line button or press the **HOLD** button a third time.

NOTE: Internal calls are always placed on exclusive hold.

TRANSFERRING CALLS

You can transfer a call by notifying the party to which the call is being transferred or without notification.

- While on a call, press the **TRANSFER** button then dial an extension number.
- Confirm you hear a ringback tone.
- Wait for the called party to answer and announce the call (optional).
- Replace the handset.

TRANSFERRING WITH CAMP-ON

When you transfer a call to another station and receive a busy signal, you can camp the call on to this station. Hang up when you hear the busy signal. The called party is alerted that a call is waiting.

NOTE: If you receive No More Calls tone, that station has no button available to receive another call. Press **TRANSFER** to return to the caller.

CALL WAITING

If an outside call is camped-on to your phone or another station is camped-on to you:

- Your keyset rings and the call that is waiting (camped-on) flashes green.
- Press the flashing button to answer; the other call is put on hold automatically if your station has the Automatic Hold feature set. If not, you must press **HOLD** and then the flashing button or finish the first call and hang up; the waiting call will ring.
- Lift the handset or press the **SEND** button to answer.

NOTE: Intercom calls will not go on Automatic Hold.

CONFERENCE CALLS

To make a conference call while engaged in a conversation:

- Press the **CONFERENCE** button and receive conference tone.
- Make another call, either intercom or outside, press the **CONFERENCE** button and receive conference tone.
- Make another call or press the **CONFERENCE** button to join all parties. You can conference up to five parties (you and four others).
- Repeat the last step until all parties are added.
- Hang up to leave the conference call.

NOTE: When attempting to add another party to the conference and you are not able to reach the desired person, hang up. Simply press the **CONFERENCE** button again to return to the previous conversation.

FORWARDING CALLS

You can forward your calls to another station, group of stations, or an external telephone number. Program a destination for the type of forwarding you want as detailed below. If you have **FWD ALL**, **FWD BUSY,** and **FWD NO ANSWER** keys, press the associated soft key to activate the feature. A steady red light reminds you what forward condition is activated.

Clear all call forward conditions set at your station by lifting the handset and dialing **600**.

FORWARD ALL CALLS

To forward all your calls to another station:

- Dial **601** plus the extension or group number.
- Receive a confirmation tone and hang up.

FORWARD BUSY

To forward calls to another station when you are on the phone:

- Dial **602** plus the extension or group number.
- Receive a confirmation tone and hang up.

FORWARD NO ANSWER

To forward calls to another station when you do not answer:

- Dial **603** plus the extension or group number.
- Receive a confirmation tone and hang up.

FORWARD BUSY/NO ANSWER

If you have both a Forward On Busy destination and a Forward No Answer destination programmed, you can activate them simultaneously:

- Dial **604**.
- Receive a confirmation tone and hang up.

OR

- You can access the Call Forward menu by pressing the **MENU** button (while phone is idle), then select **CALL FORWARD**. Select the forward type and destination by pressing the **ENTER** button .